

Academic Affairs

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**Dean's Council
September 3, 2019
Academic Affairs
2:00 – 4:00 pm**

2:00 – 2:15 Planning Priorities 2019-20

Strategic Planning – Dr. Johnson will be reviewing what each Dean submitted during one on one meetings.

One on One Reports

Please provide the three goals discussed with Dr. Bridgmon and have ready for during one on one discussions. Please provide strategic plan updates, key projects, events, or other information during the discussion that Dr. Johnson needs to know. This will allow for constant information.

Action Item: Dr. Cezeaux and Dr. Mason please work on your three goals as required for the HR performance evaluation.

2:15 – 2:45 Advising

TechAdvise: Marika Lederman, Director of Academic Advising is taking the lead on this and has prepared a proposal as of Friday, August 30. Mrs. Lederman plans to come talk to the Deans about this plan and ask for feedback. The Deans provided general feedback of what worked and what didn't work last year.

Positives: Sessions served as the final step of getting students to commit. Small groups worked best. College of Education and NHS Dean and Department Heads worked to create a uniform presentation. Parent attendance was good and gave them an opportunity to ask questions.

Suggestions: Include faculty so students can see who actually would be teaching their courses. Provide identifying name tags for students, parents, and visitors. Allow for more College based days rather than general meeting days. Provide outcomes and goals for the program. Have a plan for deciding and undeclared students; eTech has traditionally

accepted these students. Keep Colleges in their respective buildings. Include senior level students in the program. Survey all participants. Include employment information based on actual job titles students would have when they graduate. Allow for transition time.

***Concerns:** Requiring faculty to attend during weekend sessions was a challenge. Weekend sessions were not as successful and competed with other student activities, ACT, athletics, trips, etc.*

***Action Item:** Andrea send Deans convocation numbers of students.*

Faculty Advising: Dr. Woods put together an advising manual for faculty training to help with faculty advising. Faculty involvement in advising is valuable but some are better than others. There is no reward system for good advisors or an evaluation process in place and no evaluation instrument.

A suggestion was made to give an award for advising excellence. This recognition would show the university values advising. In order for faculty to get on board, this would need to be a directive from the top down, and to express the importance for the university. College of Business started an anonymous student survey a couple of years ago to allow feedback from the student on their advising experience. Banner Advising Notes, accessed via OneTech, can provide previous advising information on students.

It was stressed upper level advising needs to be with a faculty member. The culture needs to change to include advising in faculty evaluations. More discussion is needed between the Department Heads, Deans and Dr. Johnson regarding this change.

Dr. Robertson suggested the Academic Affairs Leadership Council review what Dr. Woods put together. Dr. Powell shared that Arts and Humanities is getting feedback from faculty but then Dr. Erin Clair will finalize the advising guide. Dr. Powell will ask Dr. Clair to share what she has now with the Deans.

2:45 – 3:00 Collaborating with Divisional Units

Dates on Calendar

Open House will be held in Tucker Coliseum during Homecoming on Saturday, October 5 and this is now a 3-hour commitment.

Time out For Tech (TOFT) is February 6, 2020. TechAdvise to follow.

The suggestion was made that this would have been better on Family Day because several colleges will be tailgating during Homecoming. It will be difficult to have faculty participate in Open House and Tailgate for Homecoming. The time commitment is also a point of concern. It was also suggested presentation at TOFT should include faculty and department heads rather than the Deans.

March 2 will be open registration for current students. Tammy and Marika are working on a schedule to register graduate students and seniors first, followed by juniors and so on.

Meetings with Key Stakeholders

3:00 – 3:20 Academic Affairs Updates

Fall Searches

Graduate College and AH dean search. Tutoring Center Director College of Business getting ready for AACSB accreditors and search will occur in spring 2020.

There were seven faculty positions left vacant from the budget cut last year. Those vacancies can be filled or another position can be substituted based on the College need. Unless the budget and those positions are restored, decisions need to be made on what needs to be filled.

Actions Item: Deans to meet on Tuesday, September 10, 2019 at 1:30 pm to discuss positions.

Agenda Items – Deans & Academic Affairs Leadership Council

Advising Manual (maybe), Faculty Load credit when graduate courses are involved, non-faculty Promotion & Tenure (mentioned to Faculty Senate). Dr. Johnson asked Dr. Robertson to help create something to present to Faculty Senate.

Reminder from Registrar that Degree Works needs to be utilized. Degree Works is replacing Degree Audits. Degree Works, substitution forms, and the Application for Graduation 1-2 semesters before, do not require Degree Audits. A schedule of implementation from Registrar's Office, with firm transition dates, coming soon.

Information for spending Foundation funds was requested from Advancement office.

Transfer Centers (Articulations)

Aulgur: Black River Tech College and UAMS Pharmacy

3:20 – 3:50 Good of the Order

*What would be helpful for eTEch discussion? History, Existing structure, budget, student numbers. Options? **Action Item: Dr. Aulgur will provide by Wednesday or Thursday before the 17th meeting.***

3:50 – 3:55 Recap / Next Steps

4:00 Adjournment!